

**ISM Implementation
through the
Rocky Flats Environmental Technology Site
Integrated Work Control Program**

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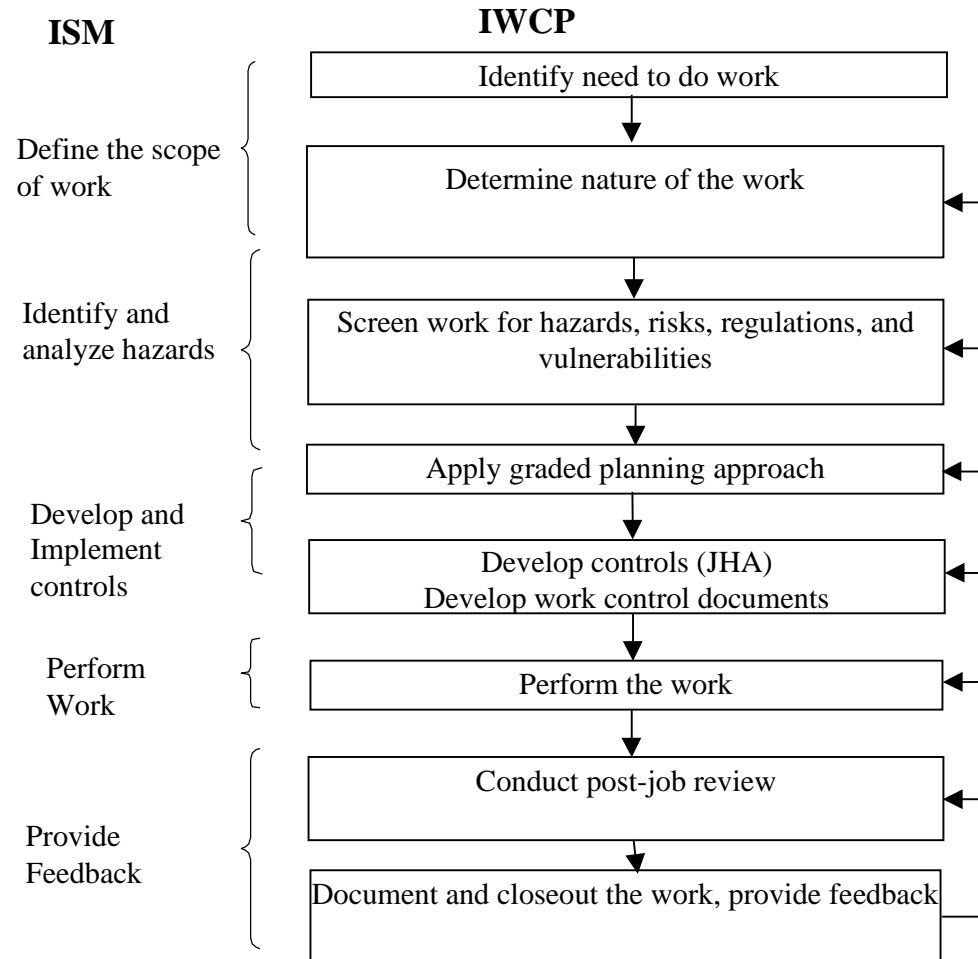
Integrated Work Control Program

- IWCP Purpose:
 - Provides a single program through which all work at the Site is planned and executed
 - Implements the ISM Core Functions and Guiding Principles by incorporating them in all work planning and execution

Integrated Work Control Program

- IWCP Manual:
 - Provides a summary and direction for implementing Integrated Safety Management
 - Provides for the selection of the appropriate planning approach and for applicable planning tools
 - Describes the process for identifying job hazards, developing job controls, and implementing the specific controls during job execution
 - Provides a mechanism for feedback to ensure continuous Program improvement

ISM/IWCP Interface



Key IWCP Features

- IWCP is the “gate” through which all work must pass
- A team approach is used in work planning and execution
 - **The Responsible Manager identifies the composition of the Work Planning Team to include SMEs, planners and floor-level workers**
 - **All members of the Team are required to participate in the JHA process:**
 - Outline the tasks to be accomplished
 - Draft the sequence of job steps (Work Instructions)
 - Identify and analyze the potential hazards for each step from a job walk down
 - Identify the hazard controls and their location within the Work Instructions
 - Re-visit and update the JHA during the remaining planning process
 - Finalize the JHA. All Team members must approve.
 - Update the JHA during work execution if new hazards are identified, or if the work scope, conditions or safety controls change

Key IWCP Features (con't)

- IWCP POCs are established for all projects and facilities. Their responsibilities include:
 - Act as the focal point for the project/facility relative to the IWCP
 - Ensure that Program requirements are explained, understood, accepted and effectively implemented
 - Act as the focal point for feedback and for Program improvements
 - Assist in Program assessments identifying Program strengths and opportunities for improvement

Key IWCP Features (con't)

- A Site IWCP Web Site provides access to all employees and includes:
 - An overview of IWCP
 - The current IWCP Manual and an archive of past versions
 - A summary of the ISMS and a link to the Manual
 - Forms, flow charts, definitions and acronyms
 - Model Work Package
 - Program Contacts
 - Training requirements and Planner qualifications
 - News Bulletins on topics of interest and forthcoming

Key IWCP Features (con't)

- A Model Work Package:
 - Assists work planners in developing consistent and compliant work packages
 - Provides emphasis on hazard analysis and implements ISM at the activity level
 - Provides guidance in the level of detail required for the integration of hazard analyses and the implementation of controls
 - Includes a list of work package contents with directions for completion

Key IWCP Features (con't)

- A major emphasis is placed on formal and informal IWCP training:
 - Formal training is conducted by the Training Department for major Program changes
 - Briefings by the Program Manager and POCs are given to provide implementation specifics
 - Mentoring is provided by the PM, SMEs and POCs working with the planners to provide meaningful application of IWCP tools, forms and instructions
 - Continuing training occurs frequently in discussions of lessons learned , current issues and improvements

Flowdown of Requirements

- A demonstration will illustrate:
 - Online Manual hyperlinks to:
 - Forms, tables, appendices and chapters within the Manual
 - Other Site infrastructure manuals on the web
 - Flowdown of requirements
 - **SHALL** statement hyperlinks to a Requirements Index
 - Index hyperlinks to the requirement source

Conclusion

- IWCP is the Program through which all Site work is planned and executed
- IWCP implements ISM functions and principles
- The IWC Program requires the involvement and agreement between management, SMEs, planners and workers as a Team
- The IWC Program continues to improve through the involvement of employees from senior management to floor-level workers